

## MINUTES

The Town of Manteo Board of Commissioners held their Regular session in the Manteo Town Hall meeting room, December 3, 2003 at 7:30 p.m.

The following members were present:

- Mayor-Elect John Wilson, IV
- Commissioner Lee Tugwell
- Commissioner Dellerva Collins
- Commissioner David Farrow
- Commissioner Edward Etheridge
- Commissioner Stuart Wescott
- Commissioner H.A. Creef, Jr.
- Commissioner Larry Belli

The following member(s) were absent: None

Also present at the meeting were:

- Town Manager-Kermit Skinner
- Finance Officer- Shannon Twiddy
- Town Clerk-Becky Breiholz
- Town Attorney-Daniel Khoury
- Planner Fred Featherstone
- Police Chief-F. T. D'Ambra

Mayor Tugwell called the Regular Organizational meeting to order at 7:30 p.m. followed by a moment of silent meditation and the Pledge of Allegiance and then turned the meeting over to Becky Breiholz, Town Clerk for the organizational meeting.

**SUBJECT:** Reading of the abstract of votes from the regular election held on Tuesday, November 4, 2003 by Town Clerk Becky Breiholz:

Office of the Mayor (2 year)	John Wilson - 235 Ramona Wescott – 83
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Office of Commissioner (4 year)	H. A. Creef – 241 Lee Tugwell – 173 Lawrence Belli – 167 Stuart Wescott – 130 Jack Gregory – 106
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**SUBJECT:** Administer Oath of Office to Mayor and Commissioners. Town Clerk Becky Breiholz administered the oath of office to Mayor-elect John Wilson and Commissioners H. A. Creef; Lee Tugwell and Lawrence Belli. Mayor John Wilson stated that it was with great honor and humility that he takes the seat of Mayor again and pleased to be the Mayor and that the townspeople have elected a Board of Commissioners that is committed to long term planning. He further stated “planning that will protect and preserve Manteo as a year round community for the decades ahead putting residents first.” Mayor Wilson also commented that there are 4 planning documents currently in the works, the twenty year master plan update; the Manteo Way of building which will be our suggested architectural guidelines; a local historic district and a new zoning ordinance to help implement the plans. The master plan update had its final draft review last month and should be

ready for a public meeting and adoption in February. The Manteo Way of Building is ready for adoption in January, the draft ordinance for a local historic district will be ready for review in March and the new zoning ordinance will come last, probably in April or May. In addition to the planning documents we will be working on affordable housing and traffic management in our planning sessions. The need for a 45 mile speed limit between the bridges, better signage at the intersections, and to study the feasibility of a round about versus the flyover must be addressed as soon as possible. Mayor Wilson commented that he wants his term of office to be about planning and prosperity through preservation and stated he will have a town phone in his office downtown and encourages every citizen that has a concern or suggestion to call him. Mayor Wilson also intends to be here in the Town Hall at 3:00 p.m. on the afternoon of Town Board meetings and encourages anyone who wishes to discuss any town matter to come by; both the manager and he will be available.

**SUBJECT:** Nomination of Mayor Pro Tempore. Mayor Wilson opened floor for nominations and Commissioner Creef nominated Commissioner Dellerva Collins seconded by Commissioner Tugwell. There were no other nominations and Mayor Wilson closed the nominations.

**MOTION:** Commissioner Creef seconded by Commissioner Tugwell appoint Commissioner Dellerva Collins as Mayor Pro Tempore was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Belli, Wilson and Creef. Noes: None. Absent: None

**SUBJECT:** Presentation of Plaque to outgoing Mayor Lee Tugwell and Commissioner Stuart Wescott for service and dedication to the Town of Manteo while serving as Mayor and Commissioner. Town Manager Kermit Skinner presented Lee Tugwell with a plaque for his 8 years of dedicated service as Mayor. Mr. Tugwell commented that it has been a pleasure serving the people and he looks forward to serving another 4 years as commissioner. Mayor Wilson commented that Mr. Tugwell's that 8 years as Mayor makes him the second longest serving Mayor in the 100 year history of the Town and tonight starts the two years that will make Commissioner Collins the longest serving Commissioner as Mayor Pro Tem.

**SUBJECT:** Adoption of Agenda as presented or amended. Town Manager would like to delete item E from his agenda vehicle replacement and budget amendment and Mayor Wilson would like to remove item 11 the closed session from the agenda.

**MOTION:** Commissioner Collins seconded by Commissioner Etheridge to adopt the agenda as amended was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Wescott, Wilson and Creef. Noes: None. Absent: None

**SUBJECT:** Adoption of the items on the Consent Agenda-Mayor Wilson commented that this is an attempt to take the minutes and some of the housekeeping chores and put them all together for a single motion. If any one has any questions about items on the consent agenda please call the Town Manager or him, before the meeting to explain the item and allow the Board to spend more time or more important projects.

**MOTION:** Commissioner Tugwell seconded by Commissioner Collins to approve the Consent Agenda as presented was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Belli, Tugwell, and Creef. Noes: None. Absent: None

**MOTION:** Commissioner Tugwell seconded by Commissioner Collins approve the minutes of November 5, 2003 was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Belli, Tugwell and Creef. Noes: None. Absent: None

**MOTION:** Commissioner Tugwell seconded by Commissioner Collins to approve the minutes of November 19, 2003 was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Belli, Tugwell and Creef. Noes: None. Absent: None

**MOTION:** Commissioner Tugwell seconded by Commissioner Collins to approve budget amendment #7 Employee Christmas Bonus was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Belli, Tugwell and Creef. Noes: None. Absent: None

PUBLIC COMMENTS-none

(TOWN MANAGER AGENDA)

**SUBJECT:** Discussion and Consideration of site plan review for Steve Hampton presented by Fred Featherstone Planner. Staff received a site plan from Steve Hampton for review and submittal to the Planning Board. The following deficiencies were noted: 1) to install the proposed drive entrance, the existing curb cut be closed; 2) indicate the type of plantings to be used in the buffers; 3) Proposed carport encroaches into the rear yard set back; 4) provide certificate of approval from the Corridor Commission; 5) relocate dumpster for side loading garbage truck; 6) provide a sidewalk from perimeter sidewalk to principal customer entrance 7) prior to issuance of a building permit applicant submit sealed plans meeting the minimum standards of the N.C. State building code for a commercial and residential mixed use. At the November 11, 2003 Planning Board Meeting a site plan reflecting those deficiencies as being corrected was submitted and the Planning Board voted unanimously to recommend approval to the Board of Commissioners with the condition that if they have the certificate of appropriateness from the Corridor to present it to the Board of Commissioners.

**MOTION:** Commissioner Creef seconded by Commissioner Farrow to approve Steve Hampton site plan as presented was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Belli, Tugwell, and Creef. Noes: None. Absent: None

**SUBJECT:** Report from Tim Shearin regarding the Manteo Rotary Club Bowsertown Road Landfill Reclamation Project and discussion of Resolution 2003-14. The Manteo Rotary Club has undertaken a community service project planning for the clean up and revitalization of the County owned Bowsertown Landfill site in Manteo and are asking for the Town of Manteo's support in their efforts to secure funding from the N.C. Clean Water Management Trust Fund and to assist with in kind services as available if needed to support the match requirement of this grant. The Dare County Board of Commissioners has already approved a Resolution pledging their support.

**MOTION:** Commissioner Belli seconded by Commissioner Creef to approve Resolution 2003-14 to support Manteo Rotary Club was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Belli, Tugwell and Creef. Noes: None. Absent: None

**SUBJECT:** Report on FEMA/Insurance Reimbursements presented by Finance Officer Shannon Twiddy. Ms. Twiddy has made eight claims for consideration by FEMA for disaster assistance. The Damage Survey Reports are for the following projects with funds appropriated by FEMA once the projects are completed and the close out paperwork has been submitted for review and approval. The

six claims that are completed total \$165,942.00. Town Manager Kermit Skinner commended Ms. Twiddy stating she did a phenomenal job on this and had heard that from several FEMA officers that we were by far the prepared on any unit of government in Dare County that they dealt with. Mayor Wilson also commended Ms. Twiddy and stated he hear from several FEMA officers on the wonderful job you did and that they wished other Towns had been this prepared as you have.

**PROJECT WORKSHEETS SUBMITTED AND PRELIMINARILY APPROVED**

#223 – Repairs to the Centennial Clock and the two damaged Flag poles	\$3,964.00
240 – Repairs to Playground Equipment at Cartwright Park	\$11,475.00
248 – Replacement of windshield in a Police Car and repairs to the window in the 2.5 ton truck	\$982.00
527 – FEMA has allowed \$618.63 for funds toward the insurance claim for the repairs to the boat house. The NCLM insurance deductible is 1% of estimated damage.	\$618.63
620 – Roof Repairs on WWTP Operations Building, Town Hall and Waterfront Gazebo.	\$1,666.00
676 – Debris removal to include reimbursement of Crowder Gulf Contract in the amount of \$91,111.24 and the reimbursement for over time incurred by Town of Manteo Employees and the coded equipment hours for the reimbursement of Town owned equipment used during the clean up after the event.	\$147,236.05

Ms. Twiddy commented that she will keep the Board up to date as more information becomes available. She still has two claims in progress. The first one being FEMA’s estimate of \$33,032.16 for the repair of two damaged lift stations, and the second one being repairs to the dock on the waterfront that caused approximately 100 feet of walkway/decking to become unlevelled and shoreline to wash out. FEMA’s estimate for this repair is \$9,400.00.

**SUBJECT:** Report on Creef Davis Boathouse Repairs-Fred Featherstone Planner compiled information that was included in the Board package and that he has used estimates for replacement of the boathouse from Calvin Gibbs to provide a rough estimate for the proposed additions on both sides of the existing building.

1. Demolition of existing boathouse \$17,500.00
2. Replace existing 2356 sq ft structure \$198,500.00 = \$84.25.00 per sq ft
3. Proposed additions 1736 sq ft x \$84.25 = \$146,258.00
4. Total cost \$362,258.00

We also have an estimate from Calvin Gibbs to perform major repairs including, replacement of weakened girders, additional floor joist, center columns, elevation to base flood, new pile foundation, additional wall studs, additional ceiling joist and rafters, new metal roof, and replacement of windows. \$148,500.00In addition Calvin Gibbs has submitted an estimate for repairing the storm

damage suffered in Isabelle. This includes repair and replacement of dormers, repair of rafters, repair of center support beam, repair and repainting metal roof, and replacement of two windows \$56,700.00. The Boathouse Project was funded by FEMA in the amount of \$619.00. This amount is in anticipation of funding the 1% cost of repairs expected which is the insurance deductible required by NCLM in accordance with the terms of our property and liability insurance coverage. You will also find a copy of the Engineer's Report prepared by the NCLM adjuster stating the bulk of the damages found were not storm related and that claim can not be completed until additional information is received from Gibbs Construction. Mayor Wilson asked Commissioner Tugwell and Commissioner Creef if they would serve on a committee of two to work with the Manager and Building Inspector/Planner to develop a proposal or alternative proposals whether it be the replacement of the boat house or the repair of the boat house to asses the need and bring proposals back to the Board as soon as that can be accomplished. Commissioner Tugwell and Commissioner Creef agreed to do this project.

**SUBJECT:** Reports on Pending Projects by Town Attorney Daniel Khoury who had no reports tonight.

**SUBJECT:** Town Manager Report with Department Head Reports, which were included in the Board packages. Mayor Wilson asked about the automated utility billing and if that has happened yet and Mr. Skinner commented that no it has not happened yet but they are working with some monies available from the Rural Center initiative to help us develop a system by which we can accept payments in the Town on line, actually we have the ability to do that now except it still doesn't eliminate the step that the payment has to be taken online and then a manual entry into the accounting system. What they hope to accomplish with this is to make that seamless where it would automatically go into the accounting system.

(OLD BUSINESS)

Mayor Wilson commented that this will be on the agenda every month to keep track of the Town's ongoing projects even if there is nothing to report.

**SUBJECT:** Report Lighthouse Project-Town Manager Kermit Skinner commented that the following work has been completed on the Roanoke Marshes Lighthouse: new tar paper has been applied to the roof; the spiral staircase has been installed; the upper roof and cupola base has been coated in Line X, window and door openings have been secured with plywood and have been ordered, and the cupola has been mounted. The good faith completion date is December 31<sup>st</sup> but change order #10 gives First Coast General Contractors until February 23, 2004 to complete the project.

**SUBJECT:** Report Cemetery Project-Town Manager Kermit Skinner commented that the survey work for the expansion has been completed. Mr. Skinner has asked the County about the possibility of them providing the Town with several loads of fill dirt for the rear portion of the new section and they have stated they would be able to provide such assistance, but the Town may still need to purchase additional material which should not result in a significant delay. There is currently \$15,750 in the Capital Outlay Fence for the Cemetery and in researching the minutes the Cemetery Board has discussed the placement of several brick pillars for an estimated cost of \$4,500 and a chain link fence for approximately \$10,000 but neither of these projects has been contracted for.

**SUBJECT:** Report Pending Grants and Time Lines for those grants: 1) CAMA Waterfront Boardwalk Replacement Grant for \$194,257; we have applied for a tourist bureau grant and we may also receive funds from FEMA for damages done during Hurricane Isabel. Mr. Featherstone provided an explanation of and time line for completion of the boardwalk replacement project. Beginning at the south end of the existing boardwalk remove all piles joist and decking. Install bulkhead north to the existing concrete bulkhead that begins at the north end of Poor Richards. All existing boardwalks will be removed and disposed of. Install new pilings, girders and decking in the footprint of the original boardwalk

1. Dec. 2003 begin CAMA major permitting process if CAMA does not allow this to be permitted as a repair. I am meeting with Frank Jennings next week.
2. March 2004 have bid documents prepared and advertised.
3. May 2004 award bid
4. September 2004 begin demolition and commence construction
5. January 2005 all work complete

This project could be completed much sooner however it would restrict use of the boardwalk during the tourist season. Mr. Featherstone commented that they have received the general permit today for this project.

2) Manteo Waterfront Shoreline Replacement of Rip Rap \$95,000; Mr. Featherstone provided an explanation of and a time line for the replacement and stabilization of the rip rap in the vicinity of the gazebo pier along the shoreline to the Creef-Davis Park. We are in the application process for a CAMA Major Permit for this project. Prior to the 12/03/03 meeting of the BOC I will be meeting with Frank Jennings of CAMA in hopes of completing the permitting process. The purpose of this project is to stabilize the shoreline and eliminate erosion. The area involved is approximately 360 feet long and 15 feet wide. The large pieces of concrete and sections of brick slabs will be removed from a barge. These pieces will be broken into suitable sizes and additional rip rap will also be used. Before installation of the rip rap filter cloth will be installed to prevent erosion. Mr. Featherstone commented that they have run into a problem with the CAMA permit and he is working to correct that.

1. Receive CAMA Permit Dec. 2003
2. Advertise for Bids Dec. 2003
3. Begin Work Jan. 2004
4. Complete Project March 2004

3) Manteo Sanitary Sewer Evaluation I&I Study \$40,000. The Town has been awarded \$40,000.00 for an inflow/infiltration (I & I) study of the wastewater collection system. The use of the results of this type of study has many uses and benefits for the system. First and for most it identifies leaks and breaks in the sewer collection system which allow ground water to enter sewer lines from below and connections or broken cleanouts which allow rainwater to enter from above. Not only does water enter, but also sand and dirt which is either washed down the line to a lift station then pumped to the wastewater treatment plant or creates blockages in the sewer lines. Ground and rain water cause the lift stations to pump longer and more often, using more electricity and a shorter life span of the impellers and pump motors. Every gallon of I & I that we treat at the wastewater treatment plant is a gallon of capacity we lose. I & I cause other problems which we see and feel when we drive down the road, pot holes. The dirt and sand which is washed into the sewer lines creates void under the road and that area starts to settle. The use of and I & I study allows us to prioritize the order of repair. There are two main techniques used in an I & I study, smoke and video. Smoke is forced by

a fan into a section of the collection line. Any break above the ground water table will allow the smoke to work its way to the surface and be seen. An example would be smoke coming out of roof gutters which have been tied into the collection system. The other method is when a video camera is placed in the collection line and pulled through the line taking pictures of the sewer line. The use is more expensive but it allows inspection of the line, location in feet from a manhole of any leaks into the system and the size and nature of the leak. Town Manager Kermit Skinner commented that the start date was to be November 1<sup>st</sup> but there was a delay in receiving the contract so the work should start mid December, first of January and will push back the completion date of July.

**SUBJECT:** Report Sidewalks- Mr. Featherstone had sent a request to Jerry Jennings with the NCDOT for assistance on the side walk project and he has received a reply from Jerry Jennings which the NCDOT is working on estimates to give to the Town. Mr. Featherstone commented that he spoke with Gretchen Byrum with NCDOT and she is working on estimates for the sidewalks. Commissioner Collins commented that the State has just paved Bideford Street and it looks nice.

**SUBJECT:** Report Town of Manteo Twenty Year Master Plan Update-Mayor Wilson commented he reported on this at the beginning of the meeting.

**SUBJECT:** Report Architectural Guidelines for Development Mayor Wilson already commented on this during the beginning of the meeting.

**SUBJECT:** Report Dredging Project and time line-Mr. Skinner commented the State is scheduled to dredge Shallowbag Bay next winter and to piggyback with that the Town has requested that they do some additional dredging around the lighthouse and other areas in Town. He has meet with John Sutherland from the Division of Water Resources and fortunately Mr. Sutherland had some soundings of the area and is in the process of developing his cubic yard calculations based on those depths and Mr. Skinner is waiting for that to plug into the Town application to the Division of Water Resources. Mr. Skinner also contacted all the marina owners in Manteo and asked them to contact Mr. Sutherland individually to bring them into this project and that an informational meeting concerning the upcoming dredging of Shallowbag Bay and adjacent waters has been scheduled for Tuesday, December 9th at 8:30 AM at the Manteo Town Hall. Mr. Skinner also commented that he needed to get with Town Attorney Daniel Khoury to develop some sort of mechanism since the Town will be a pass through agency for those marina owners so we will need to develop some sort of agreement or contract where the financial implications are taken care of and also that there is a hold harmless clause.

## COMMISSIONERS' AGENDA

Commissioner Tugwell-would like to explore the possibility of having a consensus building retreat in February. We normally have our budget retreat every year but thinks it would be a good idea to have two meetings; one to get the policies and the plans that the Board wants to see come about and the next one put dollars to it. Mayor Wilson commented that he thought this a good idea and asked that the Town Manager look into the possibility of a time and date for the Board to have together and that possibly they do some consensus building if the Board all agreed to attend the Essentials of Municipal Government Course being held in January.

Commissioner Farrow-would like the Board to consider changing the Town logo to a lighthouse and asked if Mayor Wilson could design something and would like the Board to consider this at their next meeting.

Commissioner Belli-wanted to thank everyone and will do his best to represent everyone in the community and will be available whenever anyone needs him.

Commissioner Collins-Congratulated the new Mayor and new Commissioners and looking forward to working with them and that the next two years will be exciting.

Commissioner Etheridge-Congratulated the new Mayor and Commissioners.

Commissioner H.A. Creef thanked everybody that helped have the Board they have now, he thinks we have a Board that will get all the planning done and keep Manteo “Manteo”.

#### MAYOR’S AGENDA

**SUBJECT:** Discussion of the various Town Boards appointments that will be coming up. Mayor Wilson asked the Board to review the list and be prepared for appointments at the January meeting. Also the Town Charter requires the appointment of Town Manager; Town Attorney and Town Clerk after each election.

**MOTION:** Commissioner Collins seconded by Commissioner Etheridge to appoint Kermit Skinner as Town Manager was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Belli, Tugwell and Creef. Noes: None. Absent: None

**MOTION:** Commissioner Creef seconded by Commissioner Collins to appoint Daniel Khoury as Town Attorney-was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Belli, Tugwell and Creef. Noes: None. Absent: None

**MOTION:** Commissioner Collins seconded by Commissioner Etheridge to appoint Becky Breiholz as Town Clerk was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Belli, Tugwell and Creef. Noes: None. Absent: None

**SUBJECT:** Discussion of Board of Commissioners attending the Essentials of Municipal Government Course being held in Duck. Mayor Wilson commented that he thinks it is an excellent opportunity for the Board to attend this and for the Board to seriously consider attending this session. The Board should let Town Clerk know as soon as possible so that she can register those who wish to attend.

**SUBJECT:** Discussion of Affordable Housing-Mayor Wilson commented that he would like this item on our old business list and asked Town Manager Kermit Skinner to gather information and put on our list as committed projects.

Mayor Wilson made several announcements- Frank White Special Events Chair wants the Board to remember the lighting of the tree and to attend the parade since they will be on the reviewing stand.

There will be a courtesy review of a sketch plan for the development of the Salty Dawg Marina on Tuesday, December 9<sup>th</sup> by the Planning Board.

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Etheridge seconded by Commissioner Collins the meeting was adjourned at 8:30 pm until Wednesday, December 10, 2003 at 3:00 p.m. for a Planning Session at the Manteo Town Hall and approved by the following vote: Ayes: Commissioner Belli, Tugwell, Farrow, Etheridge, Collins, and Creef. Noes: None. Absent: None.

This the 3<sup>rd</sup> day of December, 2003

\_\_\_\_\_  
Mayor John Wilson

ATTEST:

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Town Clerk Becky Breiholz